

Sierra Leone Financial Inclusion Project (SLFIP)

(IDA Project No.: P166601)

Consulting Services: Recruitment of a local consultant (Project Coordinator) to facilitate implementation of the project (SLFIP) – Re-Launch

SL-MOFED-142565-CS-INDV

(Date of Issue: 7th January, 2020)

REQUEST FOR EXPRESSIONS OF INTEREST

BACKGROUND

The Government of Sierra Leone has received a loan of USD\$12M from IDA/World Bank to implement the Sierra Leone Financial Inclusion Project. The Project has a development objective to increase the interoperability of digital payments and access to financial services. The Project is an Investment Project Financing (IPF) and comprised of three components. Component 1 – Ensuring interoperability of digital payments; finances the hardware, software, and consulting services required to successfully implement a switch. Component 2 – Ensuring the viability of the payments system through increasing usage thereof by financing access points for the switch, including Point of Sale (POS) terminals, mobile wallets, and government payments. The component has a special emphasis on increasing access in areas of the country with particularly low levels of financial inclusion, and in particular, rural areas. The component also supports other barriers to the usage of the payments system, including legal and regulatory barriers and financial awareness. Component 3 – Project Implementation Support; finances a project coordinator and oversight mechanisms for the project to ensure private sector stakeholder involvement.

The Government of Sierra Leone intends to utilize part of the loan to finance the engagement of a consultant to serve as Project Coordinator (PC) to support the implementation of the Project.

Role of the Project Coordinator

To ensure successful implementation of the Sierra Leone Financial Inclusion Project, the Project Coordinator (PC) will be responsive for coordinating all aspects of the project. The PC will be based in the Bank of Sierra Leone's (BSL) FSDP Unit and work under its Senior Manager, who has immediate responsibility for project implementation. Together with the Senior Manager, the PC will manage the day-to-day affairs of the project. This position will also serve to help build BSL's capacity to oversee and implement a World Bank project and promote financial sector reform.

The PC position will require significant interaction with project and broader financial sector stakeholders. In the case of this project, stakeholders refers to:

- BSL senior management
- BSL FSDP unit
- BSL implementing units and departments

- Project consultants
- Switch Stakeholder Committee
- Project Steering Committee (SC)
- MoF's Project Financial Management Unit (PFMU)
- Government of Sierra Leone
- World Bank
- Other Private and public sector stakeholders; and
- and other implementing partners, as deemed necessary by BSL

PC Responsibilities

To manage the day-to-day affairs of the project, the following are the responsibilities of the PC:

- **Liaise with project stakeholders:** A regular part of the PC will be to liaise via email, oral communication, phone, letter, and others means of communication, with project stakeholders. In doing so, it will be critical for the PC to effectively coordinate with the FSDP Senior Manager to ensure there is no miscommunication from BSL.
- **Oversee and coordinate with project consultants:** The project will employ a significant number of consultants to help facilitate project implementation. To ensure that consultants are effectively communicating and are working with and delivering deliverables to BSL, the PC will help manage the consultants and their work program. The PC will also help coordinate their hiring through leading the development of their Terms of Reference with the respective project stakeholders.
- **Steering Committee:** To ensure that the Steering Committee (SC) is established and meets monthly, the PC will be in charge of scheduling and organizing all SC meetings, along with ensuring the meeting's minutes are well documented and shared with the appropriate stakeholders.
- **Switch Stakeholder Committee (SSC):** To ensure that SSC is established and meets monthly, the PC will be in charge of scheduling and organizing all SSC meetings, along with ensuring the meeting's minutes are well documented and shared with the appropriate stakeholders. The PC will also manage any consultants hired to help facilitate SSC meetings, such as a Secretariat.
- **Monitoring and Evaluation (M&E), including reports:** The PC will be in charge of producing and overseeing all M&E reports, along with other reports required by BSL and PFMU. The PC will coordinate the collection of information from respective stakeholders, primarily BSL, to produce reports.
- **Annual Work Budget & Plan (AWB&P):** The PC will be in charge of preparing and delivering AWB&P for review by the SC and World Bank.

- **Site visits and meetings:** The PC will be responsible for coordinating and organizing all site visits and meetings inside and outside of BSL related to the project, such as for project implementation support missions by the World Bank, procurement, and stakeholder dialogue, among others.
- **Finances:** The PC will oversee project finances and reporting, and coordinate on a regular basis with MoF's PFMU on procurement and Financial Management
- **Other Project Administration:** The PC will help manage the administration of the project through various activities not previously listed, and including, but not limited to, the development of TORs, review project management expenses, project implementation planning, reviewing the quality of consultants' deliverables, and attend any project meetings as deemed relevant, among others deemed necessary by BSL.

Qualifications

- At least 10 years of practical experience in public and private sector stakeholder coordination, project management, M&E, and budgeting.
- Substantial knowledge and understanding of financial and private sector development issues will be essential
- Proven proficiency in the preparation of reports and ability to communicate project issues with stakeholders, and to resolve key issues quickly
- Experience or Knowledge of relevant international development work in other countries will be an added advantage
- Experience with electronic payment systems and or data analysis/management will be an asset
- A minimum of a Master's Degree in Business Administration, Finance, Economics, or equivalent
- Work experience with the World Bank, NGO's, INGO'S, donor-funded projects, and other relevant institutions will be an added advantage
- Fluency in both oral and written English language
- Excellent oral and written communication skills in substantive and technical areas
- Excellent analytical skills
- Strong interpersonal skills, commitment to team work and to work across disciplines

Duration of Assignment

- The PC is expected to provide support for one year to the project with the opportunity to extend up to two years for a total of three years based on their performance

Selection Criteria

The short listing criteria are:

1. Individual Consultant's experience relevant to the Assignment
2. Competency/Qualification of the Individual Consultant relevant to the Assignment

This REoI will lead to the preparation of Short list of Consultants

Consultants will be selected in accordance with the procedures set out in the World Bank's *Guidelines: Selection and Employment of Consultants by World Bank Borrowers* (July 2016, Revised November 2017)

Mode of Application

All applications in writing should be accompanied by up-to-date Curriculum Vitae and supporting documents (Note: do not send originals) with the names and addresses of three referees, one of which should be the last or current employer and addressed to:

Team Lead
Project Fiduciary Management Unit (PFMU)
Ministry of Finance
Africanus House, 1st Floor
13A Howe Street
Freetown, Sierra Leone

Or

By E-mail: application should be sent as an attachment (including all supporting documents) to: pfmu2018@gmail.com cc: sandelo185@gmail.com

Please clearly indicate on the envelope (in the case of hard copy application) or in the email subject heading and attachment (in the case of electronic applications) the post for which application is made.

QUALIFIED WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

Closing Date:

The Closing Date and time for receipt of applications is **21st January, 2020 at 4:00 pm GMT.**

Only short-listed candidates will be contacted.

Signed -----

Dated 6/1/2020 -----